



Agenda

Central Committee Meeting #5 – Wednesday 25th May 2022

Time : 17:00

Venue : PAR-Old Arts-129 (Theatre B)

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. eCCM #2 Semester 1 2022

4. Proposals

- 4.1. Delay of UMSU International Night Market Report Semester 1 2022 Proposal
- 4.2. UMSU International Committee 2021/2022 Appreciation and Bonding Trip Proposal

5. Reports

- 5.1. Bollywood Queer Film Night Semester 1 2022 Report
- 5.2. Fresh Fruit Friday Semester 1 2022 Report
- 5.3. Professional Mingle Semester 1 2022 Report

6. Other Business

- 6.1. Official reprimands

7. Next Meeting



Unconfirmed Minutes

Emergency Central Committee Meeting #2 – Sunday 22nd May 2022

Time : 16:00

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 22 members

1.4. **Move** that Standing Orders be adopted for **eCCM #2** at **4:02PM**.

Mover : Kimie MEGAN

Secunder : Noa LEE

Motion Carried.

1.5. Adoption of Agenda

Move that the **Agenda for eCCM #2** be adopted at **4:03PM**.

Mover : Jegath KRISHNAMURTHY

Secunder : Elsa PUTRI

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Move that the **minutes of CCM #4 be accepted and confirmed as a true and accurate record.**



Mover : Christopher PRAWIRA

Seconded : Hui Ping (Michelle) CHENG

Motion Carried.

Move that the **UMSU International Committee 2021/2022 Appreciation and Bonding trip Proposal 2022** be accepted.

Mover : Jocelyn WONG

Seconded : Nadine CHANDRA

Motion Carried.

Now let's move on to other businesses, are there any topics anybody wants to be addressed.

Other Business

-

Move that **Standing Orders** be suspended at **4:14PM**

Mover : Hermione Wing Laam TO

Seconded : Janice Emrys INDRADAJA

Motion Carried.

Move that **CCM #2** be adjourned at **4:15PM**

Mover : Emma YAN

Seconded : Ngoc Anh DANG

Motion Carried.

Prepared by,

**Chaital VASTA
Secretary 2021/22
UMSU International**



Proposal of Delay: Night Market 2022 Final Report
Central Committee Meeting #6 – Wednesday, 25th May 2022

1. Introduction

This proposal requests for the delay of the Night Market 2022 Final Report. With much post-event work that needs to be done, several circumstances have arisen which have prevented the Final Report for Night Market 2022, which occurred on Thursday, the 28th of April 2022 to be completed by this Central Committee Meeting. The section below covers a few of those main concerns.

2. Current Circumstances

- A. We are yet to receive the video content from our Videographer. I will continue keeping in contact with him to make sure that we receive the final product as soon as possible.
- B. The total budget breakdown has not been finalized and will need to ensure that every external performer and supplier has provided us with the invoice and ensure that all calculations are precise.
- C. We would also like to include more statistics in terms of ticketing and promotion to ensure that this report will be highly useful for the next committee.

3. Conclusion

We are truly sorry about the delay in the production of the Final Report for Night Market 2022 and would like to propose to present the Final Report on a later date before the end of the UMSU International Committee 21/22 term ends. Thank you for your kind understanding!

Prepared by,

Aaron JOHANNES
Cultural & Social Department 2021/22
UMSU International



UMSU International Committee 2021/2022 Appreciation and Bonding Trip Proposal Central Committee Meeting #5 – Wednesday 25th May 2022

1. Introduction

The annual UMSU International Committee Trip serves as an appreciation trip for the Central Committee Members of the current year to thank them for contributing their time and effort throughout the whole year for UMSU International. The trip for the UMSU International Committee 2021/2022 will be 3 days and 2 nights to Mount Baw Baw in Victoria.

Accommodation and catering is typically hired from group accommodations providers to eliminate the hassle of food preparation and venue maintenance on the Committee's part.

2. Objectives

This event aims to:

- To thank Committee members for their hard work throughout the whole year.
- To create memories together as a committee.

3. Event Details

Date	: Friday 1st July 2022 to Sunday 3rd July 2022
Venue	: Mount Baw Baw
Number of Attendees	: 24 Committee Members
Coordinators	: Hans TSAI, Chaital VASTA, Hermione Wing Laam TO
Manpower	: 24 Committee members (including coordinators which consists of 3 committee members)
Budget	: \$19,381

4. Event Overview

Transportation

Since we do not have enough committee members with valid driving license to drive in Victoria, we intend to book a bus or coach which fits all of us to travel to Mount Baw Baw from the CBD and vice-versa -

http://www.mountaintopexperience.com/snow/tours-transport/?fbclid=IwAR3zex7mct75ftKQqKoc91_QGpTzsbQcdI3gUrF2YdgKHlrFXZF67C9hB_E

Accommodation

We plan to book a large split-level lodge that is able to accommodate up to 39 people in 8 bedrooms, which is the only accommodation available on the selected dates to to accommodate us all -

<https://www.mountbawbaw.com.au/accommodation/everest-ski-club-lodge/>

Because of COVID-19, all bedding has been removed, therefore, we will need to purchase linen packs.

Activities

Outdoor activities, which includes ski/snowboarding lesson, dingo walks, tobogganing and snowplay as listed on the website -

<https://www.mountbawbaw.com.au/activities/season/winter/>. We will also be planning indoor team bonding activities.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
8 - 10	19th April - 20th May	Committee Trip Planning	Planning destination, budget, activities available, attendance from Committee Members	Hans TSAI, Chaital VASTA, Hermione TO
10	9th- 13th May	Communicating with Mt.Baw Baw	Accommodation availability, requirements of COVID Safe plan needed, accommodation COVID-19 responsibilities, Bus booking	Hans TSAI, Chaital VASTA, Hermione TO
12	23rd May - 17th June	Booking of accommodation and bus service	Confirmation of lodge - Everest ski club lodge, retrieving of COVID-19 safe plan and booking of bus.	Hans TSAI, Chaital VASTA, Hermione TO
-	20th - 27th June	Central committee member briefing	Briefing of committee members attending - what is expected from committee members,	Hans TSAI, Chaital

			safety and emergency contacts, games and activities confirmation.	VASTA, Hermione TO
Event Day				
-	1st July	Leaving for Mount Baw Baw	Leave from Melbourne CBD at approximately 11:00AM via bus.	Hans TSAI, Chaital VASTA, Hermione TO
	1st July - 3rd July	Committee Bonding and appreciation activities	Activities - ski/snowboarding lesson, dingo walks, tobogganing and snowplay, indoor bonding games	Hans TSAI, Chaital VASTA, Hermione TO
Post Event				
-	4th July	Report preparation.	Successful bonding of committee members and prepare report.	Hans TSAI, Chaital VASTA, Hermione TO

Pre-event

- Accommodation booking
- Transportation Booking
- Obtaining of COVID-19 safe plans from restaurants and the accommodation lodge

6. Budget

A total of **\$19,381** have been allocated for this event, with the breakdown as listed below:

Items	Unit Cost(AUD)	Total Cost (AUD)
Accommodation - Everest Ski Lodge Mt Baw Baw VIC 3833	\$4405 (accommodation) + \$300 (cleaning fee)	\$4705
Mount Baw Baw entry fee	24 x \$19	\$456
Linen	24 x \$50	\$1200
Transportation	1 x Round trip - Melbourne CBD to Mount Baw Baw and vice-versa	\$2500
Activity	-	\$4000
Food	-	\$5520
Miscellaneous	-	\$1000
TOTAL		\$19,381

7. Conclusion

This concludes our proposal for the UMSU International Committee 2021/2022 Appreciation and Bonding trip Proposal 2022. Please do not hesitate to contact the Executive Committee or Human Resources Department should you have any queries.

Prepared by,

Chaital VASTA & Hans TSAI
Executive Committee 2021/2022
UMSU International

Hermione Wing Laam TO
Human Resources Department 2021/2022
UMSU International

Queer Bollywood Film Night Report

Central Committee Meeting #5 – Wednesday, 25th May 2022

1. Introduction

This report summarizes the Bollywood Queer Film Night 2022, which covers the period of 14th of April 2022. UMSU International's Welfare Department aims to bring a sense of safety, awareness and inclusivity towards our International Student demographic through the representation of queer people of color. This is in collaboration with UMSU's Bollywood Club, celebrating the debut of *Badhai Do*, a queer bollywood film.

2. Event Details

Date	: Thursday 14 th April 2022 6:00PM to 8:30PM
Venue	: In person, PAR-Glyn Davis (MSD) - B120 (Singapore Theatre)
Number of Attendees	: 47 Attendees
Coordinators	: Sarah LIM and Lilith ZENG
Manpower	: 2 Committee Members & 4 ISAs (including coordinators which consists of 2 Committee Members and 4 ISAs)
Budget	: \$279.00

Event Day

Event Flow

Time	Activity	Details	PIC
14th April 5:00pm - 6:00pm	Set Up	ISAs set up snack area QR code registration and briefing on COVID Safe Protocol, 2 allocated COVID Marshall duties of signing in, distancing and checking vaccinations.	Sarah LIM
14th April 6:00pm - 8:30pm	Film	Register and check-in students that have tickets, hand out Indian snacks,	Sarah LIM

		organize seating	
14th April 8:30pm -9:00pm	Clean Up	ISA Supervision	Sarah LIM

3. Reflections

Attendance

- 50 students signed up, and only 36 attendees who signed up showed up, and had a walk-in of 11 people, thus a total of 47.

4. Suggestions

Participation

- The marketing of the film as a specifically queer film actively influenced participation due to the labelling of so
- There were multiple requests for drinks to be provided alongside the snacks

5. Budget

A total of **\$4000.0** have been allocated for this event, and the total actual expenditure for this event is **\$279.0** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Indian Snacks	180	1.55	279.00	4000.00
TOTAL			279.00	279.00
Surplus/ Deficit				3721.00

6. Conclusion

This concludes our report for the Bollywood Queer Film Night Proposal 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Sarah LIM
Welfare Department 2021/22
UMSU International

Fresh Fruit Friday Report

Central Committee Meeting #5 – Wednesday, 25th May 2022

1. Introduction

This report summarizes the Fresh Fruit Friday 2022, which covers the period of 18th March, 1st April and 13th May. The availability and convenience of packaged, processed foods is key to its prevalence, especially to students who are not used to or able to provide and cook for themselves. This semester, the Welfare Department is addressing the relationship between nutrition, physical and mental well-being, through increasing accessibility to fresh produce, more specifically fruits.

2. Event Details

Date	: 18th of March, 1st of April, 13th of May, 12:00AM - 2:00PM AEST
Venue	: UMSU External Kitchen
Number of Attendees	: 300 total (75 for FFF #1, 75 for FFF#2, 150 for FFF#3)
Coordinators	: Anthony Ngadiyoto, Sarah LIM, Teresa TAMIKA and Mayvelynn NURIMBA
Manpower	: 10 Committee Members & 35 ISAs
Budget	: \$1146.3

3. Event Overview

The Welfare Department, with the support of our volunteering ISAs, will prepare and pack 50-75 portions of a variety of seasonal fruits each dedicated week. This event aims to increase accessibility as well as exist as a debut to the Welfare Department's focus on food-related events.

On the planned dates, the UMSU ground floor kitchens will be used for producing, cleaning, preparing and packing by our ISAs. In order to avoid potential conflict, the Welfare Department plans to uphold previous COVID-Safe practices established by the University. This includes adhering to a maximum capacity of 10 participants, ensuring masks and gloves are worn, enabling check-in procedures and crowd control. Furthermore, a sanitizing procedure will be implemented prior and post event, and the ISA's will be required to have Food Safety Accreditations and be briefed on COVID-Safety.

On the days of the event, all Central Committee members, ISAs and students will be required to wear a mask, scan the QR check-in code and show their vaccination records, have their temperature taken and show their tickets



before entering the line to receive their fruit pack. There will be sanitizers and free masks available on site.

The Welfare Department will ensure that the venue is thoroughly disinfected prior and post event. If a positive case or close contact is identified at the event, the University will immediately be notified in order to carry out the DHHS procedure.

4. Event Flow

Wk #3, 5, 10	Date	Activity	Descriptions	PIC
3/5/10	18/03/2022, 1/04/2022, 13/05/2022	Brief ISAs/ COVID Safe Set - Up	10:00am - 10:30am: Brief ISAs on Food Safety Procedures 10:30am - 11:00am: Soak fruits in salt water, don gloves/masks, have QR signs and thermometer ready.	Mayvelyn NURIMBA/Anthony NGADIYOTO
3/5/10	18/03/2022, 1/04/2022, 8/04/2022	Clean, Prep and Pack	11:00am to 2:00pm: Clean, prep and pack fruits	Mayvelyn NURIMBA/Anthony NGADIYOTO
3/5/10	18/03/2022, 1/04/2022, 8/04/2022	Fruit pack give-away	12:00pm -2:00pm: Give away packs to students in line who have checked in, showed vaccine certificates and tickets, and temperature taken.	Mayvelyn NURIMBA/Anthony NGADIYOTO
3/5/10	18/03/2022, 1/04/2022, 8/04/2022	Clean up	2:00pm - 3:00pm: Clean up/Sanitizing process	Mayvelyn NURIMBA/Anthony NGADIYOTO
Post Event				
12	08/04/2022	Report	Finish report and present to CCM	Sarah LIM
12	08/04/2022	Reimbursement	Submit reimbursement form to Treasurer	Sarah LIM

Post Event

5. Reflections

Attendance

- Fresh Fruit Friday #1 - 75 were registered and received
- Fresh Fruit Friday #2 - 75 were registered and received
- Fresh Fruit Friday #3 - 133 were registered and 17 give-away

6. Feedback

There was a miscommunication in the last event with ticketing, when around 5 people who registered did not receive their fruit pack. Furthermore the last event was wrapped up around 1:40PM, and no notice was given to the public, therefore a couple of people inquired where the event was and if it had ended.

7. Suggestions

- For future Fresh Fruit Friday events, we will ensure fruit packs to be separated and have an allocated amount for give-away, and to separate the amount registered for. In addition, if anyone who has registered does not receive their packs, their details will be taken for compensation. In addition, if the event wraps up prior to the publicized time, the Media and Communications Department should be informed to publicize so to avoid confusion.

8. Budget

A total of **\$850** have been allocated for this event, and the total actual expenditure for this event is **\$1146.30** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Fresh Fruit Friday #1 Fruits	75	-	200.0	225.0
Fresh Fruit Friday #2 Fruits	75	-	367.0	225.0
Fresh Fruit Friday #3 Fruits	150	-	579.3	400.0
TOTAL			1146.3	850.00
Surplus/ Deficit				- 346.30

9. Conclusion

This concludes our report for the Fresh Fruit Friday Proposal 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Sarah LIM
Welfare Department 2021/22
UMSU International



Professional Mingle Semester 1 2022 Report

Central Committee Meeting #5 – Wednesday 25th May 2022

1. Introduction

This report summarizes all relevant actions taken place to conduct Professional Mingle which covers weeks 4 to 7.

Professional Mingle is a career development and networking event aimed to provide students with insights into relevant fields and the opportunity to improve their networking skills.

2. Event details

Date	: 13th April 2022, 6 pm to 8.30 pm [(Time - Melbourne time)]
Venue	: B121 - The Malaysian Theater (Melbourne School of Design) Basement Foyer (Melbourne School of Design)
Number of Attendees	: 21
Coordinators	: Matthew Kuncheria & Anthony Ngadiyato
Manpower	: 4 OBs & 10 ISAs (including coordinators which consist of 2 OBs and 10 ISAs)
Budget	: \$1818

3. Event Overview

Professional Mingle is an event hosted by UMSU INTL in collaboration with DES. The event was divided into two parts:

- Workshop - This session was conducted by an external speaker. The workshop includes a 40-minute presentation by the speaker on the importance of networking.
- Networking session - Students were able to meet Alumni from their respective faculties and have meaningful conversations about career prospects and general advice on their academic careers.

Professional speakers invited for the event:

Faculty	Speaker
Commerce	Guan Jared
Engineering	Ong Yoong Jian
Medicine, Dentistry & Health Sciences	Kathleen Rose
Architecture, Building & Planning	Xiwen Guo

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	14/03/2022	Basecamp for the event		Matthew & Anthony
3	16/03/2022	DES - Venue booking	Liaise with the ABPL faculty to find a suitable location for the event.	Jegath
3	16/03/2022	DES - Speaker invites (First Set)	Sent invitations to the first set of speakers for the event.	Jegath
4	25/03/2022	DES - Speaker invites (Second Set)	Sent invitations to the second set of speakers for the event.	Jegath
4	21/03/2022	Marketing materials to be produced	Liaise with the UMSU design team.	Janice
5	1/04/2022	Covid Safe Plan Submitted		Matthew
6	4/04/2022	Quotation to be received from Caterer		Anthony
6	4/04/2022	Reminder emails to be sent out to speakers	Email should include a detailed guide to the location.	Jegath
6	4/04/2022	Publish marketing and		Janice &

		spread the word about the event.		ISA
Event Day				
7	13/04/2022	ISA's to be located on building entrance to guide speakers to the location.		ISA
	13/04/2022	Name tags to be provided to speakers		ISA
Post Event				
7	13/04/2022	Clean up if needed		Everyone

Event Day

- A reminder email was sent out to all attendees.
- Multiple stories were posted on social media to gain maximum attention.

Event Flow

Time	Activity	Details	PIC
5.30pm to 5.50pm	Check location - projector screens, speakers & mic.		Matthew
5.30pm	Collect food from the restaurant & drinks from Woolworths		ISAs & OBs
5.50pm	Welcome speakers		ISA
6.00pm to 6.10pm	Wait for students to join		
6.10pm to 6.15pm	Welcoming participants and explaining event flow		Matthew
6.15pm to 7.00pm	Presentation from key speaker	Importance of networking	
7.00pm to 7.10pm	Relocate speakers and students to networking venue		ISAs & OBs
7.10pm to 8.10pm	Networking session		
7.15pm	Cater food and drinks to participants		ISAs
8.10pm to	Closing speech and		Matthew

8.20pm	thanking participants.		
8.20pm to 8.30pm	Clean up venue.		Everyone

5. Reflections

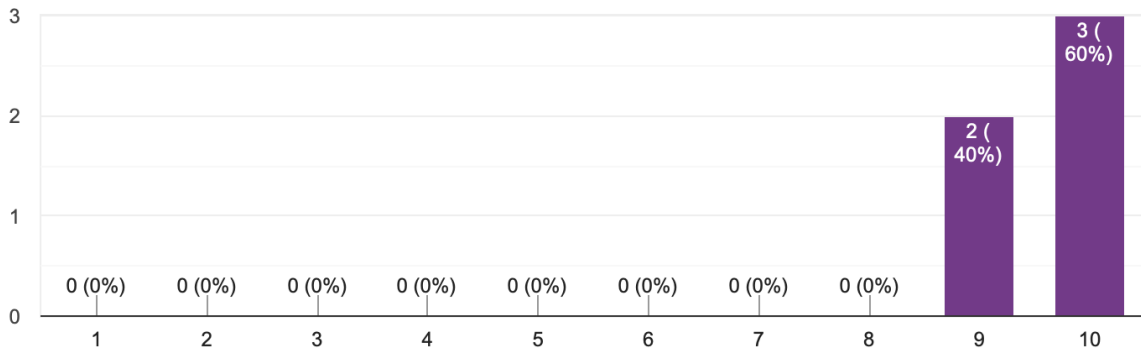
- Number of attendees was less than expected. The following reasons could be the cause:
 - More time required for marketing.
 - The event date (Week 7) was not ideal due to mid-semester exams and assignments.
- Three speakers cancelled last minute due to various reasons. Therefore, have backup speakers or ideas to counter this situation.
- The location was good. There was enough space and it is highly recommended for future professional mingle events.
- The idea behind explaining the importance of networking before a networking session was good and favoured by alum speakers who attended the event.

6. Feedback

How satisfied were you with this event?

 Copy

5 responses



How useful was the event?

 Copy

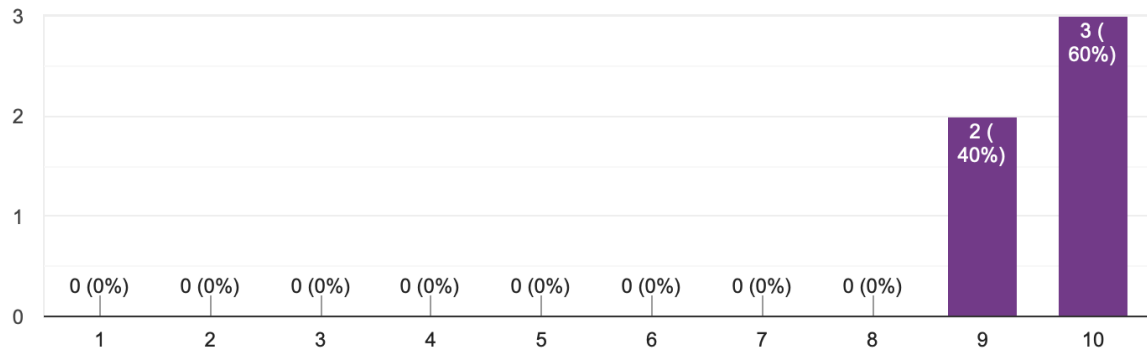
5 responses



How would you rate the speaker (Mr. Vinesh) from this event?

 Copy

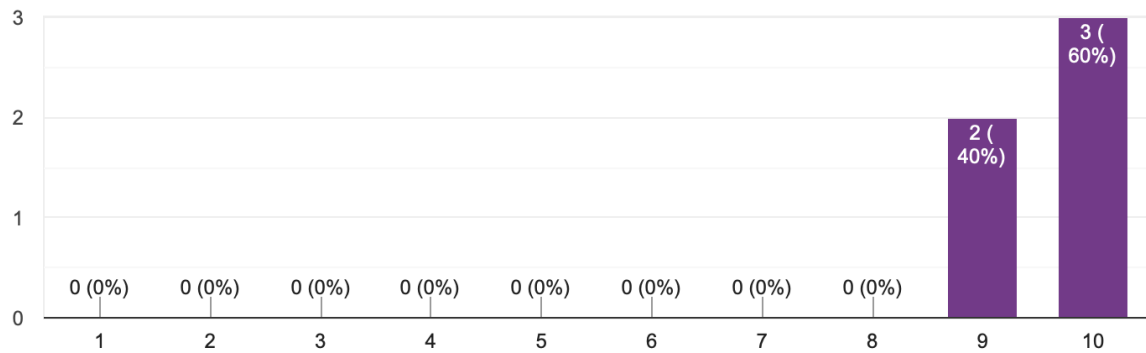
5 responses



How would you rate the networking session from the event?

 Copy

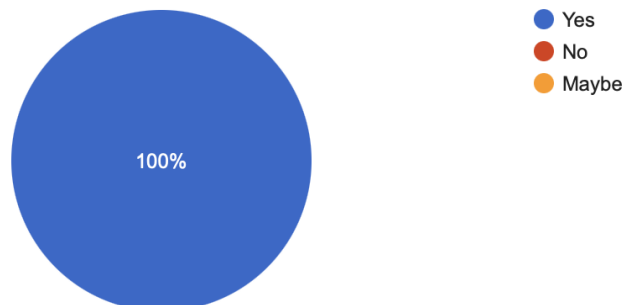
5 responses



Would you recommend this event to your friends?



5 responses



7. Budget

A total of **\$1818** have been allocated for this event, and the total actual expenditure for this event is **\$1371.9** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Alum Speaker Appreciation	10	50	300	500
Workshop Speaker	1	100	100	100
Name Labels	2	9	18	18
Catering	1	1000	953.9	1000
Misc	1	200	0	200
TOTAL			1371.9	1818
Surplus/ Deficit				446.1

8. Conclusion

This concludes our report for Professional Mingle 2022. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Jegath Krishnamurthy & Matthew Kuncheria
 Education Department 2021/22
 Umsu International

6. Other Business

- Official reprimands

7. Next Meeting

TBC